

APPROVED

November 19, 2002

Michigan State
Administrative Board

Lansing, Michigan

November 5, 2002

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, November 5, 2002, at 11:00 a.m.

Present: Brian DeBano, Director of State Government Affairs, representing John Engler, Governor, Chairperson
Susan Leffler, Assistant Attorney General for Law, representing Jennifer M. Granholm, Attorney General
Mary G. MacDowell, Deputy State Treasurer, representing Douglas B. Roberts, State Treasurer
A. Edwin Dore, Deputy Secretary of State, representing Candice Miller, Secretary of State
Elaine M. Mills, Director of Financial Services Bureau, representing Thomas D. Watkins, Superintendent of Public Instruction
Myron Frierson, Deputy Director, Bureau of Finance, representing Greg Rosine, Director of the Department of Transportation
Sherry Bond, Secretary

Absent:

Dick Posthumus, Lt. Governor

Others Present:

Socorro Guerrero, Department of Attorney General; Wes VanMalsen, Department of Career Development; Kathryn Jones, Janet Rouse, Department of Management and Budget; Pam Lavender, Darby Schlagheck, Department of Transportation; Shelly Stahl, Karoub Associates; Matt Dugener, Kara Wood, Michigan Economic Development Corporation; Pastor Peter Robinson, Pilgrim United Church of Christ

1. CALL TO ORDER:

Mr. DeBano called the meeting to order. Pastor Peter Robinson of Pilgrim United Church of Christ gave the invocation. Mr. DeBano then led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Dore moved that the minutes of the State Administrative Board for the meeting of October 15, 2002, the meeting of October 22, 2002, and the meeting of October 28, 2002 be approved as distributed. Ms. Leffler supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Ms. MacDowell moved the Kent County/City of Grand Rapids-Kellogg Company Agricultural Processing Renaissance Zone be approved as recommended by the Renaissance Zone Review Board. Mr. Dore supported the motion, and it was unanimously adopted.

Certified Retention and Disposal Schedule(s):

City of Troy Police Department, 09-26-2002
Port Huron Police Department, 08-16-2002

Retention and Disposal Schedule(s):

Department of Civil Service, Bureau of Human Resource Services
07-23-2002
Department of Education,
Classrooms of Tomorrow Program Division, 10-11-2002
Federal Programs Section Division, 10-11-02
Department of Environmental Quality
Air Quality Division, 09-03-2002
Environmental Response Division, 09-10-2002

Department of Management & Budget, Office of the State
Employer, Employee Health Management, 08-22-2002
Department of State
Central Records Administration, 03-26-2002
Office of the Great Seal, 01-08-2002
Department of Transportation
Bureau of Aeronautics, 09-18-2002
Highway Negligence Litigation Division, 09-18-2002
Maintenance Division, 09-18-2002
Materials and Technology Division, 9-18-02
Office of Commission Audits, 09-18-2002
Technical Services Division, 09-18-2002
Northern Michigan University, Office of the President,
07-15-2002

Ms. MacDowell moved that the State Administrative Board approve the Certified Retention and Disposal Schedules and the Retention and Disposal Schedules. The motion was supported by Ms. Leffler and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:
(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Report covering the regular meeting held October 29, 2002. After presentation and review of the forgoing Committee Report, Ms. MacDowell moved that the regular Finance and Claims Committee Report of October 29, 2002 be approved and adopted. Ms. Mills expressed concern about the general fund expenditures for a number of the contracts. She also asked whether the Board members thought some of those contracts should be postponed in light of the budget situation. She said she would be voting against the approval of the Finance and Claims agenda. Ms. Leffler supported the motion, and there were five votes for approval and one vote against approval, cast by Ms. Mills.

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Ms. MacDowell presented the Building Committee Report covering the regular meeting held October 30, 2002. After presentation and review of the forgoing Committee Report, Ms. MacDowell moved that the regular Building Committee Report of October 30, 2002 with the withdrawal at the State Administrative Board meeting of November 5, 2002 of items 8 and 9, be approved and adopted. The motion was supported by Mr. Dore and unanimously approved.

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Mr. Dore presented the Transportation and Natural Resources Committee Report for the meeting of October 30, 2002. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Dore moved that the Transportation and Natural Resources Committee Report covering the meeting held October 30, 2002 noting the withdrawal of items 39 and 52 and the additional request by the Department of Transportation to withdraw items 31 and 35 at the State Administrative Board meeting of November 5, 2002, be approved and adopted. Supported by Ms. MacDowell, the motion was unanimously adopted.

8. MOTIONS AND RESOLUTIONS:

NONE

9. ADJOURNMENT:

Mr. Dore moved the meeting be adjourned. The motion was supported by Ms. Leffler and unanimously approved. Mr. DeBano adjourned the meeting.

SECRETARY

CHAIRPERSON